# Absence from work

**Policy Statement**
BE Recruitment Ltd is committed to supporting employees through any period of absence while ensuring effective communication and the smooth running of operations. This policy sets out the responsibilities of employees in reporting absences and the procedures the Company follows to provide appropriate support.

**Scope**
This policy applies to all employees of BE Recruitment Ltd and covers:

- Short-term and long-term sickness absence
- Medical and dental appointments
- Return-to-work procedures
- Statutory Sick Pay (SSP) eligibility and entitlement

**Appointments**
Employees are encouraged to arrange medical, dental, and other essential appointments outside of working hours where possible. When this is not feasible:

- Prior approval must be obtained from Management
- Payment for absence due to appointments will be at the Company's discretion
- Any regular appointments during working hours must be supported by appointment documentation
- Time away should be minimal, and the impact on work should be limited

**Sickness and Injury**
Notification of Absence
If you are unable to attend work due to illness or injury:

- You (or someone on your behalf) must telephone your line manager directly before your start time on the first day of absence
- Text messages or emails are not acceptable
- A clear explanation of the absence must be provided
- For ongoing absence, you must maintain regular communication:
    - Daily contact during the first week
    - Weekly updates thereafter, unless otherwise agreed

Medical Certification
If your absence lasts more than seven calendar days:

- You must provide a fit note (medical certificate) from a GP or authorised healthcare professional
- Ongoing absences must be continuously covered by updated medical certificates
- The Company may seek independent medical advice if deemed necessary
- Where an employee's absence is related to a disability, the Company will consider its obligations under the Equality Act 2010, including the provision of reasonable adjustments where appropriate.

**Return to Work**
Upon returning from sickness absence:

- You are required to complete the Company's Sickness Form, regardless of the length of absence
- If your illness involved a notifiable disease (e.g. food poisoning, measles, mumps, scarlet fever), you must not return to work without written clearance from a doctor

- The Company may conduct a return-to-work meeting following any period of sickness absence to discuss wellbeing, any support required and fitness to resume duties.

**Statutory Sick Pay (SSP)**

- The Company will pay SSP to eligible employees as required by law
- SSP is payable for up to 28 weeks per period of sickness absence
- Payment is made in respect of qualifying days (days normally worked)
- Statutory Sick Pay (SSP) will be paid in accordance with current legislation. Eligible employees are entitled to SSP from the first qualifying day of sickness absence, subject to meeting the applicable statutory requirements. The rate of SSP will be that prescribed by law and may change from time to time
- SSP is subject to tax and National Insurance deductions

Employees who are not eligible for SSP will be informed in writing.

**Monitoring and Support**

The Company will:

- Regularly review attendance levels
- Consider the impact of repeated or prolonged absences
- Provide reasonable support where absence is genuine
- Seek further medical advice when appropriate to guide management decisions

**Monitoring and Review**

This policy will be reviewed annually or sooner in response to legal or operational changes.

**Document Control and Accountability**

- Review date : 24/08/2027
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